# **Albuquerque Filming Guidelines**

#### Things you need to do before the permit meeting

• Obtain general liability insurance in the amount of \$1,000,000.00, naming the City of Albuquerque as an additionally insured party for the length of the shoot. It will read as follows:

City of Albuquerque One Civic Plaza Albuquerque, NM 87102

- Send a copy of the liability to the Albuquerque Film Office (AFO) via fax, 505-768-3280, or email, cwells@cabq.gov.
- Obtain a film permit application from the AFO or download the permit application from our website at www.filmABQ.com.
- Complete page 1 of the application and sign the declaration on the final page.
- Call the Film Office at 505-768-3289 to schedule the review and signing of your application at the next Film Permit Committee Meeting. The committee consists of members of: Municipal Development, Transit, Police, Fire, Environmental Health and others.
- Contact Paula Dodge-Kwan of Municipal Development at 924-3407 prior to permit meeting. She will advise whether or not construction/events are happening that may interfere with filming.
- Submit the letter(s) of notification to the AFO. Once the letter(s) are approved, the film office will provide the production company with a map of the area(s) that must be notified. Please see the notification guidelines section for more details. Once you are done with notifying the affected business/residents, attach the letter of notification and signatures to permit.
- Attach a sketch of the filming site that maps out the placement of work trucks to the permit.
- If there are street/sidewalk closures or intermittent traffic control, contact a barricade company to create the necessary traffic control plans and submit a copy of the TCP (traffic control plan) to the Albuquerque Film Office. You must also get a barricade permit prior to filming (additional fees will apply). Contact Paula Dodge-Kwan, 924-3407, in Municipal Development for barricade permit information.
- Attach a sketch and/or traffic control plan of the exact filming location, listing which roads you wish to close and placement
  of any work trucks/equipment on the streets and or sidewalks. If you do not have a traffic control plan by the time of the
  film permit meeting, you must bring a representative from the barricade company with you to the meeting.
- Contact Donna Gonzales or Jean Uhring with Chief's Overtime @ 768-2380 to set up an account for use of Chief's Overtime police officers.
- Ensure that the caterer and craft services contact Lori Stoller of Environmental Health at 768-2718 to obtain the necessary food service permits before filming.
- If you are filming outside of Albuquerque city limits but still in Bernalillo County, you must call Charles L. Ashley III at 505-948-8854. Charles will assist you with all necessary permitting for Bernalillo County.

### Things to remember when filming in Albuquerque

- Impact to vehicular traffic on any part of Central Avenue requires the Chief Administrative Officer of the City of Albuquerque's signature and at least 5 days notice to process.
- Rapid Ride bus service cannot be detoured or delayed.
- Graffiti is removed daily throughout the City. Please contact the AFO for more information.
- Production vehicles must not block parking lot access/egress ramps, fire hydrants or be parked in fire lanes and must leave at least 20 ft. clearance between vehicles parked on either side of the road for emergency response vehicles to pass. Production vehicles cannot park on Central Avenue or in front of businesses unless loading or unloading.
- Base camp cannot be on the streets of Albuquerque; only the necessary production vehicles (i.e., grip & light truck) may be at the filming location. Crew parking, honeywagon, catering, non-essential production vehicles, etc. must be at a predetermined location (i.e., nearby parking lot).

Parking in alleyways is prohibited unless special arrangements are made through the AFO.

## **Neighborhood notification**

The film company must notify affected residents, occupants and businesses, in advance of filming and as instructed by the AFO, of the duration and location of filming and base camp, including information about planned special effects, road and lane closures, no parking requests, sidewalk usage (without obstructing pedestrians) and the time that barricades will be placed on the street.

Be sure to list Ann Lerner, Film Liaison, City of Albuquerque Film Office, 401-8761 and Carrie Wells, Assistant Film Liaison, City of Albuquerque Film Office, 331-8347 as well as location department individuals as contacts on your letter of notification. Provide a copy of the letter of notification to the Albuquerque Film Office for review prior to distribution.

Provide a copy of the letter of notification to the Albuquerque Film Office for review prior to distribution. All letters of notification must be approved by the AFO before they are distributed to neighborhoods/businesses. Notification letter and neighborhood signatures must be attached to the Film Permit.

Neighborhood and/or area business signatures are required when distributing letters of notification. Please contact AFO for signature guidelines.

If you wish to be in a neighborhood between the hours of 10pm and 7am you must coordinate this with the AFO. There is a special notification process for this, as well as the need to obtain noise permit which will be explained to you by the AFO.

#### Letter of notification guidelines:

The purpose of writing a letter to residents and businesses is to give advance notification of your arrival and describe the filming activities. All letters of notification must be forwarded to the City of Albuquerque Film Office for review and approval before the letter is delivered by film company personnel to the neighborhood(s) where filming is proposed to occur. Letters must be received by the resident/business in advance of filming.

Please use the following checklist to ensure that your letter includes all relevant details.

- Letter is on production company letterhead.
- Production company name, working title and type of production are listed.
- Name, title and phone numbers of the location manager, assistant location manager are provided. You
  must also include Ann Lerner, City of Albuquerque Film Office, 401-8761 and Carrie Wells, City of
  Albuquerque Film Office, 331-8347.
- Duration of filming is given (dates and times)
- Date(s) and time of day that production vehicles will arrive at the location as well as wrap time and day must be included.
- Street dressing, gunfire and/or special effects must be included.
- Specifics regarding proposed alternate parking arrangements for permit parkers have been included. It is
  up to the production company to find alternative parking arrangements suitable to the residents.
- Specifics regarding street closures, intermittent traffic control, sidewalk closure, alternative parking requests for neighborhood/business district must be included. Ultimately, we want a letter that gives the effected area information about what's going on and let them know the production company is committed to making this a positive experience for them. Please always be gracious, we want everyone to be able to film there again.

## **Consideration & Disruption**

Film crews may only be in residential neighborhoods between the hours of 7am and 10pm, unless by special arrangement through the film office.

**Consideration to Residents/Occupants/Businesses**: These persons should be free from any negative environmental conditions resulting from filming including but not limited to, spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection. Specifically:

**Lighting**: Lighting for filming should be oriented away from neighboring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic.

**Noise**: The production company must comply with legislation governing noise. If the affected residents/occupants/businesses have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.

**Disruption to Residents/Occupants/Businesses**: It is the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses and City employees where filming occurs. This includes ensuring residents, owners and customer's access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.

#### Vehicles, Traffic, Parking

#### Traffic:

- No interference with pedestrian or vehicular traffic is to occur without being noted on the permit and approved by the AFO.
- Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit.
- All moving vehicles must comply with regulations governing traffic in city parks/properties unless otherwise noted on the permit.
- Except where a road is closed for filming, where a moving vehicle is involved, the applicant shall adhere to the posted speed limits and to lawful conditions.

#### Parking and/or Standing:

Production vehicles must not block fire hydrants, be parked in fire lanes and must leave at least 20 ft clearance between vehicles for emergency response vehicles to pass.

Production vehicles must not block parking lot access/egress ramps.

**Traffic Stoppages**: Intermittent traffic stoppages are limited to a <u>maximum of 5 minutes</u>, and must be under the supervision of a Chief's Overtime Police Officer.

#### Police/Fire/Ambulance

#### Filming Activities and Relationship to Police/Fire/Ambulance:

- Appropriate Fire personnel/Fire Marshals are required for the detonation of pyrotechnic special effects.
- The Albuquerque Fire Marshal's Office must be advised in advance when the use of flammable liquids/materials and special effects are being planned.
- Chief's Overtime Police Officers are required as determined by the AFO for such things as intermittent traffic
  stoppages and traffic control and/or when required to direct pedestrian or vehicular traffic including those
  instances involving city parks/properties. You must contact Chief's Overtime in advance of filming to schedule
  your officers. A copy of the permit is to be supplied by the production company to each of the police
  officers on duty. All costs associated with these requirements are the expense of the applicant.

#### Responsibilities

**Clean-up**: Production crews must clean the location at the end of the filming day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition, unless otherwise approved by the AFO or other arrangements are made with an operating Division of the City and noted on the permit, in which case the production company will be billed accordingly.

**Conduct**: It is the responsibility of the production company to ensure that their staff operates in a safe and professional manner in the course of their duties.